



Job Title: Police Lieutenant

Department: Police

Division: To be assigned

Immediate Supervisor: Police Commander

Job Status: Regular, Full-time	FLSA Status: Exempt	Town Status: Classified
Origination Date: 2-2016	Revised Date: 6/9/2016	

BRIEF DESCRIPTION OF THE JOB:

Supervise and administer the functions of and the personnel in a Division of the Police Department. Plans, organizes, directs and oversees the work of sworn and civilian staff. Provide input in developing and helps monitor the department budget and expenditures. Supports the department's strategic and long range plans, and helps create, implement, and update the law enforcement program for the Town. Helps develop policies and procedures. Perform patrol, investigation, traffic regulation and related law enforcement activity functions and duties as needed. Proactively undertakes community-oriented policing by working with and assisting citizens. Prepare a variety of reports, forms and records. Make presentations as required.

ESSENTIAL FUNCTIONS:

Incumbents will be expected to have the ability and capability, with or without accommodations, to perform these Essential Functions, and other functions and tasks as required and/or directed. The following do not identify all duties performed by any single incumbent.

Physical Strength Demands/Codes

S = Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
L = Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
M = Medium	Exerting 20 – 50 pounds occasionally, 10 – 25 pounds frequently, or up to 10 pounds constantly.
H = Heavy	Exerting 50 – 100 pounds occasionally, 25 – 50 pounds frequently, or from 10 – 20 pounds constantly.
V = Very Heavy	Exerting over 100 pounds occasionally, 50 – 100 pounds frequently, or from 20 – 50 pounds constantly.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Supervise and administer the functions of and the personnel in a Division of the Police Department. Provides input in developing and administering the department budget, monitors expenditures, supports the departments strategic and long range plans. Helps design, implement and continuously update the departments law enforcement program. Helps develops policies and procedures.
2	S	Plans, organizes, directs and oversees the work of sworn and civilian staff. May be involved in the selection of staff. Reviews and recommends disciplinary action. May testify at or coordinate activities at personnel hearings. Writes and reviews performance evaluations.



	Physical Strength Code	ESSENTIAL FUNCTIONS
3	M	Perform patrol, investigation, traffic regulation and related law enforcement activity functions and duties as needed.
4	L	Proactively undertakes community-oriented policing by working with and assisting citizens with such matters as preserving the peace, protecting the public, locked or stalled vehicles, crime prevention, traffic safety, home protection, or providing information about department or police activities.
5	S	Attends meetings to review calls, cases, complaints, philosophies, directives and service efforts and to coordinate local, regional and national law enforcement strategies, activities and initiatives.
6	S	Review, prepare, and forward a variety of reports, forms and records, requisitions, grants and other paperwork. Compose and revise a variety of written documents and summaries. Prepare and submit periodic reports. Make presentations as required.
7	S	Recommends equipment purchases, upgrades and replacements. Evaluates staff strengths, weaknesses and interests and recommends training, improvement/career development activities or commendations as appropriate.
8	S	Coordinates activities with other town officers, exchanges information with officers in other jurisdictions, obtains advice from Town Prosecutor, County Attorney or Court Administrator as needed. Maintain contact with the general public, court officials and other Town officials in the performance of policing activities.
9	H	Assists in emergency evacuations and situations as needed. May need to restrain a person in a hostile situation or to maintain order. Potential for injury and exposure to violent people; may be exposed to bodily fluids, infectious disease, and airborne particles and fumes.
10	S	Performs all work duties and activities in accordance with department and/or Town policies and procedures and other duties as assigned.
11	S	Works in a safe manner and reports unsafe activity and conditions. Follows Town-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Town's Health and Safety Manual.



JOB REQUIREMENTS:

JOB REQUIREMENTS	
Certifications	Requires Arizona Police Officer Standards and Training Board (AZ POST) Peace Officer Certification. Firearms Proficiency Certification must be kept current throughout period of employment. Also requires the ability to obtain and maintain an Arizona Criminal Justice Information Systems (ACJIS) certification.
Formal Education	A Bachelor's Degree from an accredited college or university in Law Enforcement, Criminal Justice, or a related field is strongly preferred.
Experience	Minimum nine (9) years law enforcement experience and a minimum four (4) years in a supervisory role in law enforcement as a Sergeant or similar civilian law enforcement role.
Driver's License	Valid Driver's License required. Arizona Driver's License within ten days of hire.
Training	Mandatory training must be completed within the timeframe determined by the department and be kept current annually.



PHYSICAL DEMANDS

Frequency Code Scale

N = Never Never Occurs		R = Rarely Less than 1 hour/week		O = Occasionally Up to 1/3 of the time		F = Frequently From 1/3 to 2/3 of the time		C = Continuously 2/3 or more of the time	
Physical Demands	Frequency Code (Mark only one)	Description: (Check all that apply)				Physical Demands	Frequency Code (Mark only one)	Description: (Check all that apply)	
Standing	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Making presentations <input checked="" type="checkbox"/> Observing work site <input checked="" type="checkbox"/> Observing work duties <input checked="" type="checkbox"/> Communicating with Co-workers				Pushing/Pulling	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> File drawers <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Tables and chairs <input type="checkbox"/> Hoses	
Fine Dexterity	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Computer keyboard <input checked="" type="checkbox"/> Telephone keypad <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Calibrating equipment				Climbing	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Stairs <input type="checkbox"/> Ladders <input checked="" type="checkbox"/> Step stools <input type="checkbox"/> Onto equipment	
Walking	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> To other departments/offices <input checked="" type="checkbox"/> Around work site				Vision	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Computer Screen <input checked="" type="checkbox"/> Driving <input checked="" type="checkbox"/> Observing work site	
Lifting	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files				Foot Controls	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Driving <input type="checkbox"/> Operating heavy equipment <input type="checkbox"/> Operating dictaphone	
Carrying	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input checked="" type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files				Balancing	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> On ladders <input checked="" type="checkbox"/> On equipment <input checked="" type="checkbox"/> On step stools	
Sitting	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Desk work <input checked="" type="checkbox"/> Meetings <input checked="" type="checkbox"/> Driving				Bending	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground	
Reaching	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> For supplies <input checked="" type="checkbox"/> For files				Crouching	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground	
Handling	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Paperwork <input checked="" type="checkbox"/> Monies				Hearing	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public <input checked="" type="checkbox"/> Listening to equipment	
Kneeling	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower Shelves/ground				Twisting	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> From computer to telephone <input checked="" type="checkbox"/> Getting inside vehicle	
Crawling	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Under equipment <input checked="" type="checkbox"/> Inside attics/pipes/ditches				Talking	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public	
Other									



MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, general office supplies, computer, printer, calculator, telephone, vehicle, Standard Microsoft Windows and Office software, department and town specific software, and the Internet. Firearms, restraint devices and other police-related equipment and paraphernalia.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		
Mechanical Hazards	M	Dirt and Dust	M	
Chemical Hazards	M	Extreme Temperatures	M	
Electrical Hazards	M	Noise and Vibration	M	
Fire Hazards	M	Fumes and Odors	M	
Explosives	M	Wetness/Humidity	M	
Communicable Diseases	M	Darkness or Poor Lighting	M	
Physical Danger or Abuse	M			
Other				

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	X
Outdoors	X
Other	

WORK SCHEDULE POSSIBILITIES	
Rotating Shift Work	X
24 Hour Shift Work	X
Work on Holidays	X
Work on Weekends	X
40 Hour Work Week	X
Overtime	X
Call Out	X
Other	

PROTECTIVE EQUIPMENT REQUIRED:

Bullet/knife resistant vests. Rain/inclement weather gear. Traffic vest. Gas mask/MSA Millenium. Tyvek Suit. Helmut. Nitrile Gloves. Booties.



NON-PHYSICAL DEMANDS:

N = Never Never Occurs	R = Rarely Less than 1 hour/week	O = Occasionally Up to 1/3 of the time	F = Frequently From 1/3 to 2/3 of the time	C = Continuously 2/3 or more of the time
NON-PHYSICAL DEMANDS				
Time Pressures				F
Emergency Situations				F
Frequent Change of Tasks				C
Irregular Work Schedule/Overtime				F
Performing Multiple Tasks Simultaneously				C
Working Closely with Others as Part of a Team				F
Tedious or Exacting Work				F
Noisy/Distracting Environment				O
Performing Mathematical Calculations				O
Supervision and/or Managerial				C

EXPECTED BEHAVIOR:

The incumbent is expected to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following:

- ◆ High ethical standards
- ◆ Active participation in teamwork
- ◆ Strong safety principles and safety awareness
- ◆ Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH A MEMBER OF THE HUMAN RESOURCES DEPARTMENT

The Town of Sahuarita, Arizona is an Equal Opportunity Employer.

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SIGNATURES — REVIEW AND COMMENT:

I reviewed and understand this job description and I accept the stated Expected Behavior described.

Signature of Employee

Date

Job Title of Immediate Supervisor

Signature of Immediate Supervisor

Date

Job Title of Department Director

Signature of Department Director

Date

Comments:
